

## **ASSISTANT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses positions, the primary duty of which is the supervision of all department activities on an assigned shift. The Assistant Fire Chief is responsible for all fire suppression and training activities on the assigned shift, for supervision of personnel, for the production and maintenance of required records and reports of shift activities, and for the maintenance of equipment and supplies for the shift. Employees of this class are also required to assist the Fire Chief in performing administrative and public relations duties, and an incumbent of the class may be assigned to perform all duties of the Fire Chief in the absence of the Chief. Assistant Fire Chiefs work with a high degree of independence in the performance of assigned duties, with work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of Fire Chief in the absence of the Fire Chief. Manages all department operations on an assigned shift. Assists the Fire Chief in setting management policies, goals, and objectives for the department, and assists in organizing department structure. Conducts inspections of department operations. Reviews legislation to advise the department concerning the implications of the legislation and testifies before legislative committees if required.

Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure changes to avoid future accidents. Assists in the development of a personnel recruitment and selection program for the department. Works with boards and agencies whose operations affect the work of the fire department.

Makes decisions concerning what information should be included in departmental records and determines in what form this information should be kept. Completes forms and records necessary to document the activity of the assigned shift. Reviews reports written by subordinates.

Directs operations at the scene of a fire or emergency until relieved by the Fire Chief, performing duties including size-up,

direction of fire fighting and rescue operations, management of emergency medical assistance provided by department personnel, management of safety procedures, and the handling of emergencies involving hazardous materials.

Supervises all department employees on an assigned shift. Assigns work or duty areas to subordinates, and oversees and evaluates their work performance. Provides on-the-job training for new department employees. Writes employee evaluation reports. Counsels employees who are experiencing work problems, and resolves employee complaints and grievances. Maintains discipline.

Provides for regular employee training by evaluating training needs and providing department training or outside training to meet these needs. Conducts classroom training, drills, and evolutions.

Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of all fires occurring during the assigned shift. Identifies, collects, labels, and secures any evidence of possible arson. Conducts investigations of cases of possible arson and attempts to locate and make arrests of suspects.

Supervises the care, maintenance, and use of department apparatus and equipment, vehicles, and property. Purchases equipment and supplies, keeping such purchases within the established budget.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

WM	09-07-65
Rev	10-25-82
	06-04-91
	01-17-95
	12-29-09